

The purpose of this data collection is to gather Prime Time Data for the 2007-2008 school year.

Audience

This is a required collection for public school corporations and charter schools.

Instructions

The required data can be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be in any of the formats contained in this document and must contain all the fields in the order described. Additionally, a data entry form for Part I and Part II of the Prime Time Data Sheet will be available in the Application Center. The Division of Financial Management has provided written instructions concerning the reporting of students, teachers, and aides in the Prime Time Data.

The **required collection period** will begin on **September 14, 2007 through September 28, 2007, 8:00 a.m. (EST)** which is the **final** date for submission. During this time you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the report in the Message Center. The Prime Time Report will display an error message that is a result of totals from part I not balancing with Part II. Data must be corrected so that Part I and Part II balance. If there are any errors or inaccuracies you may correct the data and transmit the file again until the end of the collection period.

The **required signoff period** will begin **September 28, 2007 9:00 a.m. (EST) through midnight October 5, 2007**. Review the Prime Time report in the Message Center for accuracy and keep a final copy on file. A final Corporation report for the Prime Time Data Sheet must be signed, and mailed to the Division of Financial Management, Analysis & Reporting no later than midnight **October 5, 2007**.

Prime Time Data Part I Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Corporation Number	4	State Assigned Corp ID Required Field: YES	
2	Grade Level	2	Prime Time Grade levels Allowable Values Are: KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 Required Field: YES	
3	ADM	7	Total number of students in the regular classroom more than 50 percent of the day Allowable Values Are: 0 –5000.00 Required Field: YES	Part I totals equal Part II totals except for Kindergarten. KG students are counted as .5 each in Part I regardless of whether your corporation operates a full-day or half-day program. KG Students are counted as 1 in Part II.
4	Teachers	7	Number of Teachers for this reported grade level, full-time or prorated count Allowable Values Are: 0 - 5000.00 Required Field: YES	Kindergarten teachers are counted as .5 for each section they teach in Part I and as 1 in Part II. Teachers in split sections should be prorated to reflect student population.
5	Aides	7	Number of aides for this reported grade level, full-time or prorated count Allowable Values Are: 0, Whole number or .5 only for aides Required Field: YES	

Prime Time Data Part II Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Corporation Number	4	State Assigned Corp ID Required Field: YES	
2	Grade Level	2	Prime Time Grade levels Allowable Values Are: KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 Required Field: YES	
3	ADM	7	Actual number of students in this classroom Allowable Values Are: 0 – 5000.00 Required Field: YES	Part I totals equal Part II totals except for Kindergarten.
4	Teachers	7	Actual Number of Teachers for this classroom Allowable Values Are: 0.10 - 300.00 Required Field: YES	Kindergarten teachers are counted as 1 for each section they teach.
5	Aides	7	Actual Number of Aides in this classroom Allowable Values Are: 0 – 300.00 Required Field: YES	
6	Rooms with Aides	2	Number of rooms in which this aide assists the teacher Allowable Values Are: 0-2 Required Field: YES	
7	Split Section	5	Number of corresponding classroom where the teacher and aide are split Allowable Values Are: 0-50000 Required Field: YES	0 = Not a split classroom
8	Classroom Sequence Number	5	Sequential number for each classroom Allowable Values Are: 1-50000 Required Field: YES	

References

Prime Time Data sheet from the Division of Financial Management.

Mailing Address for the **Prime Time Data Sheet for the 2007-2008 School Year**
 Office of Financial Management, Analysis & Reporting
 Room 229, State House
 Indianapolis, IN 46204-2798

Example Data File Formats

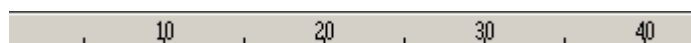
The following section contains example data files in the allowed comma delimited, positional, and XML formats.

PRIME TIME DATA PART I

Comma Delimited Format

```
8800,KG,20,1,1
8800,01,32,1.75,.75
8800,02,48,2.25,1.25
8800,03,40,2,0
```

Positional Format



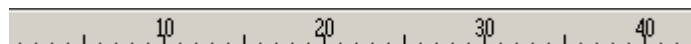
```
8800KG      20      1.00      1.00
880001      32      1.75      .75
```

PRIME TIME DATA PART II

Comma Delimited Format

```
8800,KG,22,1.00,1,1,0,1
8800,KG,18,1.00,1,1,0,2
8800,01,18,1.00,0,0,0,3
8800,01,9,0.45,0.5,1,5,4
8800,02,11,0.55,0.5,1,4,5
8800,03,20,1.00,0,0,0,6
```

Positional Format



```
8800KG      22.00      1.00      1 1      0      1
8800KG      18.00      1.00      1 1      0      2
```

Change History

The following section contains a history of changes made to the DOE-PT Data Layout.

Version Number	Change History
08.22.07	Field 7 allows 0 for no split section
08.01.07	Due dates for 07-08 collection Signoff period added
	Start of 07-08 Collection
08.30.06	Punctuation changes on instructions
05.30.06	Dates updated for 2006-2007 collection year
08.17.05	Dates updated for 2005-2006 collection year
09.27.04	Notes updated on field #3 to clarify full day kindergarten
09.21.04	Grade levels for Part II should only be KG, 01, 02 and 03
09.17.04	Specific instructions on reportable schools
09.04.04	Original Version